

**CLASS TITLE:                   PRINCIPAL HOUSING SPECIALIST**

**Class Code: 02716400**  
**Pay Grade: 29A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise and participate in the work of a small staff performing routine and complex functions in the delivery of various housing services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in outline form with wide latitude for the use of independent judgement; work is subject to review for satisfactory results and conformance to agency guidelines.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of technical and clerical employees involved in various housing functions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise and participate in the work of a small staff performing routine and complex functions in the delivery of various housing services.

To suggest innovative mechanisms for developing, managing and arranging housing and housing programs.

As required, to personally oversee the execution of various rent subsidy and financial assistance services.

To recommend methods and procedures for financing housing and housing programs.

To assist municipalities in identifying housing needs and priorities, and to provide technical assistance undertaking and executing appropriate housing programs in order to meet those needs.

To speak to public and private community groups to explain the various aspects of available housing programs.

To supervise the preparation of complex technical reports containing findings, analyses and recommendations.

To maintain a constant awareness of existing and new state and federal legislation having an impact on all housing programs.

To assist public and private officials in coordinating the federal, state and local elements of various housing programs.

To assist in identifying short and long range housing needs and to provide input in developing legislation to meet those needs.

As required, to attend and participate in meetings, hearings and conferences.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques utilized in the delivery of a variety of housing services; a working knowledge of federal and state legislation relating to the initiation and implementation of housing programs; a working knowledge of state, federal, local and private resources dealing with various housing problems; the ability to supervise and review the work of a small technical and clerical staff engaged in various housing activities; the ability to develop research proposals containing proposed innovations in existing housing programs and potential initiatives into new areas; the ability to establish and maintain effective working

relationships with superiors, subordinates, and federal, state, local and private agencies and organizations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, Planning, Urban Economics, or a closely related field; and

Experience: Such as may have been gained through: employment in a position requiring the supervision of employees performing housing related tasks.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

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